State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

FD 01-08

MEMORANDUM

TO:	Food Distribution Program Participants
FROM:	Tina Herzog, Food Distribution Program Director Arizona Department of Education, Food Distribution Program
DATE:	July 3, 2007
SUBJECT:	Delivery and Contact Information SY08

There have been a few enhancements to the CNP2000 system over the summer, one of which is a new method for updating your information. You can now enter your contact information and delivery site information directly into CNP2000 instead of faxing in a Delivery Information Application. Just follow these steps to update your information:

Click on the Sponsors link on the left menu, go to Contracts Inquiry, select the year and program, then click next.

Click on the View button (to the right of your information), which will display your contract for the year and at the bottom, gives you links to access and update your Delivery Locations and Commodity Contacts.

Click on "Go" next to Delivery Locations and modify each site, clicking Update Location after you are finished with each site update.

Click on "Go" next to Commodity Contacts and modify each contact, then click Submit at the bottom.

Once all information has been updated, the FDP column on the contracts page will be checked with a "Yes", indicating to ADE that the information is updated for that sponsor.

Again, this replaces the Delivery Information Application normally faxed as part of the application process. Once you update your information, ADE will be notified that the information is updated and we can then activate the sponsor in Food Distribution, pending approval of your NSLP application. Once you have been activated, you will need to contact us to make any changes, as you can only update information prior to activation. If you have any questions, please contact a member of the Food Distribution team or email us at FDP@azed.gov.

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